District Court Judicial - Financial Analyst

SALARY:	$25.58 - $31.08 Hourly $4,433.88 - $5,388.03 Monthly $53,206.56 - $64,656.36 Annually
OPENING DATE:	10/19/15
CLOSING DATE:	10/30/15 11:59 PM

DESCRIPTION:

To provide financial research and analysis services to District Court. Develops and manages the annual budget and to manage department's local area network and data processing systems, and provide fiscal and operational information to division managers.

JOB DUTIES:

STATEMENT OF ESSENTIAL JOB DUTIES

1. Assists in the preparation and management of departmental budget; analyzes financial management issues, programs and policies; recommends strategies to support departmental goal of operating in the most cost-effective and efficient manner.
2. Provides advice and assistance to division managers regarding fiscal and operational issues and related problems and procedures.
3. Provides back up of all accounts payable, accounts receivable, payroll and all fiscal operations of District Court.
4. Determines the fiscal impact of all contracts, leases and budget modifications; makes recommendations as needed.
5. Develops methods for data collection and statistical analysis for the department; analyzes data and writes and presents special reports; completes cost benefit analysis, forecast models and special projects as needed.
6. Revises, edit and/or assists in developing policy and procedural needs of the court. Facilitates and summarizes management policy discussions, researches current practices, County codes, state laws, court rules and policies securing approval for implementation as necessary.
7. Point person for all state audits; prepares and organizes departmental accounting reports as requested by the state auditor.
8. Administers departmental local area network (LAN) systems; assist Department of Information Services in the planning and installation of the LAN; maintains user accounts and security; develops and monitors departmental network standards and protocols; troubleshoots network and personal computer problems; determines needs and coordinates the acquisition and installation of new hardware and software; determines and coordinates data processing training requirements.
9. Administers all departmental software applications; develops personal computer spreadsheet and database applications for use by department staff.
10. Advises and assists with the design and development of computer system business applications.
11. Acts as a fiscal and computer systems liaison to other departments including Finance, Executive, Council and Department of Information Services, and to outside agencies such as Administrator for the Courts.
12. Attends meetings and conferences as the District Court representative related to budget and

finance and the Network Administrators Group as required.

<u>STATEMENT OF OTHER JOB DUTIES</u>

1. Performs other related duties as assigned by Director and/or Assistant Director of District Court.

MINIMUM QUALIFICATIONS:

A bachelor's degree in public administration, accounting or criminal justice; AND, three (3) years related experience; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass all job related tests.

District Court Judicial - Financial Analyst Supplemental Questionnaire

* 1. Describe your professional experience as it relates to this position. What role(s) have you played in preparing fiscal and statistical management reports, forecasting, developing and recommending solutions to operational issues; post-award grant- related functions.

* 2. Describe your experience with researching, diagnosing and recommending solutions for day-to-day operational issues that have fiscal impacts. Give us two examples of instances of problems and your recommended solutions. What were the financial impacts of these problems? Were your solutions adopted?

* 3. Experience dealing with highly confidential information:

    Less than three years
    Three to five years
    Five to eight years
    Eight+ years

* 4. Describe other education and training that could provide the knowledge and skills necessary for this position. Include any certificates earned.

* 5. Briefly describe your specific responsibilities for developing or providing Client Application, Server and Network Technical Support services. Be sure to list your direct assignments for each job described.

* 6. Describe any professional certifications you have obtained or courses completed that relate to this position.

* 7. Please select your highest level of education from the following choices.

    AA degree
    BA/BS in Accounting, Business or Finance or other field directly related to social services work
    BA/BS degree in unrelated field
    MA/MS or Ph.D. in related field

* 8. Tell us why you are interested in this position? Please limit your response to one paragraph.

* Required Question